



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

| | |
|---|---|
| ANNOUNCEMENT NO: MHA-10-08 | POSITION: Lead Medicaid Reimbursement Specialist |
| POSITION SERIES: 0301 | POSITION GRADE: DS-12 |
| OPENING DATE: 10/22/09 | CLOSING DATE: 10/28/09 |
| IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: | SALARY RANGE: \$62,499 - \$79,959 per annum |
| WORKSITE: 64 New York Avenue, NE Washington, DC 20002 | TOUR OF DUTY: 8:15 AM – 4:45 PM Monday thru Friday |
| PROMOTION POTENTIAL: None | AREA OF CONSIDERATION: MHA Wide Only |
| AGENCY: MHA/Office of Administrative Services/ Fiscal Policy | NO. OF VACANCIES: One (1) |
| DURATION OF APPOINTMENT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Term (13 months to 4 years) Not to Exceed _____. <input type="checkbox"/> Temporary (Up to 1 year), Not to Exceed _____ months. | |
| <input type="checkbox"/> This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction. | |
| <input checked="" type="checkbox"/> This position IS NOT in a collective bargaining unit. | |
| "RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. | |
| BRIEF DESCRIPTION OF DUTIES: The incumbent of this position serves as Lead Medicaid Reimbursement Specialist responsible for leading a staff of Medicaid Reimbursement Specialist who performs Medicaid billing and reimbursement activities. Plans and assigns work distribution and monitors status and progress of work. Instructs employees in specific tasks and techniques and reviews completed work. Ensures establishment of performance standards and evaluation of work performance. Oversees Medicaid billing, accounts receivable and membership service functions. Provides leadership to assist Claims Director in planning and directing activities of the Claims and Medicaid Reimbursement Sections to ensure timely processing of reimbursable claims in accordance with pertinent policies and procedures which govern the fiscal and administrative operations of the Department of Mental Health (DMH). Works closely with Information Services team, other DMH divisions and provides on accounts receivable and claims reimbursement related issues/problems and engages in active problem solving activities. Provides Help Desk functions for member services and claims inquiries and issues. | |
| QUALIFICATIONS REQUIREMENT: In addition to meeting the basic requirements, this position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled. | |
| SELECTIVE PLACEMENT FACTOR (S): None | |

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Comprehensive knowledge of a wide range of Medicaid Reimbursement and processing activities in order to serve as a Lead Medicaid Reimbursement Specialist.
2. Knowledge and understanding of provider reimbursement processes, rules and regulations regarding programs such as Medicaid and Medicare, and third party insurance carriers such as BXBS, Aetna, HMO's, etc. in order to carry out Medicaid Reimbursement and processing functions.
3. Knowledge of claims processing and membership service functions sufficient to provide Help Desk functions in an effective and timely manner.
4. Knowledge and skill in the use of computers and computer software as required to complete claims payment processing and membership service functions.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Lori McDonald (202) 673-3517
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."